

# **TOWN OF BLADENSBURG**

## **Request for Qualifications Commercial Real Estate Services**



**Issued by:**

**TOWN OF BLADENSBURG  
4229 Edmonston Road  
Bladensburg, Maryland 20710**

**Tel: 301-927-7048**

**RFQ -003 - 2024**

**Issue Date: March 21, 2024**

**Proposal Due Date: Tuesday, April 15, 2024 at 3:00 p.m.**

## Advertisement

### TOWN OF BLADENSBURG REQUEST FOR QUALIFICATIONS Commercial Real Estate Services

#### RFQ 003-2024

The Town of Bladensburg requests letters of interest from Commercial Real Estate Services, as more fully described in these Request for Qualifications (“RFQ”) documents.

Two (2) Electronic copies of the proposal must be submitted on the specified forms, in full compliance with the requirements specified in the Bid Documents, sent by email no later than April 15, 2024 at **3:00 p.m. EST.**

Copies of the RFQ Documents may be downloaded from the Town’s website at <https://bladensburgmd.gov>. Requests for printed copies should be directed to the Town of Bladensburg, 4229 Edmonston Road, Bladensburg, Maryland 20710, Monday - Friday 8:00 a.m. - 5:00 p.m. (telephone 301-927-7048).

The Town of Bladensburg is an Equal Opportunity Employer. Unlawful discrimination based on race, religion, sex, age, ethnicity, ancestry or national origin, physical or mental disability, color, marital status, sexual orientation, gender identity, genetic information, political affiliation or other unlawful basis is expressly prohibited is expressly prohibited.

The Town reserves the right to reject any and all bids based on the Town's best interest. The Project Manager for this contract is Michelle Bailey Hedgpeeth, telephone 301-927-7048; e-mail: [m Bailey Hedgpeeth@bladensburgmd.gov](mailto:m Bailey Hedgpeeth@bladensburgmd.gov) and [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov)

# TOWN OF BLADENSBURG

## REQUEST FOR QUALIFICTIONS

RFQ 003-2024

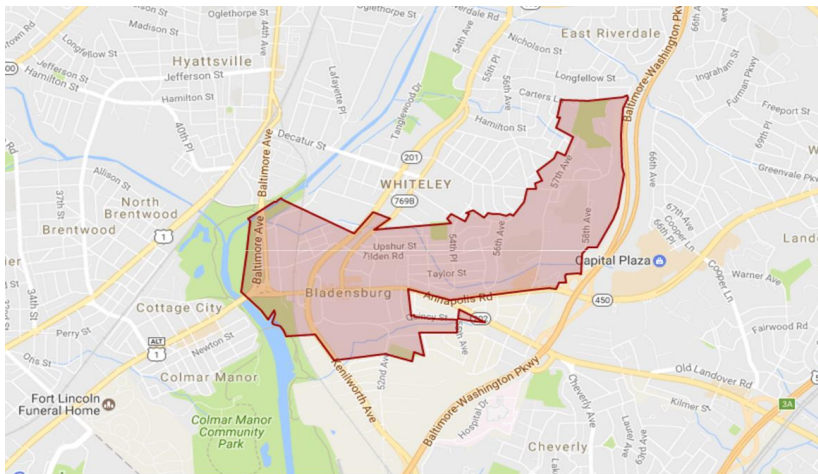
### SECTION 1: SCOPE OF WORK AND TOWN BACKGROUND

#### 1.1 Scope of Work

The Town of Bladensburg is seeking qualified and experienced commercial real estate agents to assist in acquiring properties and leasing rental space within Prince George's County, Maryland. Interested firms are invited to submit a Letter of Interest in accordance with the guidelines outlined below.

#### 1.2 Background and Resources – Town of Bladensburg

The Town of Bladensburg is located along the Anacostia River in Prince George's County, Maryland. The Town is north and east of Washington, DC. Bladensburg's roots reach as far back as the 1720s. The town has witnessed and played a significant role in much of the history of colonial times and the United States. **Population 2020 US Census – 9,657**



**Mission:** The Town of Bladensburg is a vibrant and exciting destination that offers superior services and opportunities to all community stakeholders in a clean and safe environment, promoting redevelopment, investment, and diversity.

**Vision:** Bladensburg is an ethical and responsive government that provides high-quality customer service and is committed to creating a culturally and economically viable community.

**Core values:** Bladensburg CARES exemplifies the values we hold in the delivery of excellent public service to residents, property owners and stakeholders of the Town.

**Collaboration** – We value effective partnerships.

**Accountability** – We recognize our individual and collective roles and responsibility for service and program delivery.

**Responsiveness** – We value prompt customer service.

**Ethics and Efficiency** – We are ethical and efficient in our operations.

**Service Excellence to the Community** – We value efficient, high-quality service in everything we do.

## **SECTION 2: RFQ AND LETTER OF INTEREST SUBMITTAL PROCESS**

### 2.1 RFQ Issuance

The RFQ will be posted on the town's website at <https://bladensburgmd.gov> and other RFQ distribution websites upon issuance. The Town may notify certain potential firms of issuing the Commercial Real Estate Services RFQ. This notification does not in any way indicate prequalification of said bidders. No pre-bid meeting is scheduled. Potential bidders with questions about the RFQ or its process may contact Michelle Baley Hedgepeth, Project Manager, no later than April 15, 2024, at 3:00 p.m. EST. Contact information is 301-927-7048; e-mail: [mbaileyhedgepeth@bladensburgmd.gov](mailto:mbaileyhedgepeth@bladensburgmd.gov).

### 2.2 Proposal Submittal Requirements

#### **Submission Instructions:**

Please send your Letter of Interest in response to this RFQ to Michelle Bailey Hedgepeth, town administrator, by April 15, 2024, at [mbaileyhedgepeth@bladensburgmd.gov](mailto:mbaileyhedgepeth@bladensburgmd.gov). Late submissions will not be considered.

#### **Letter of Interest:**

Firms are requested to submit a comprehensive Letter of Interest addressing the following key factors:

##### 1. Firm's Strength and Expertise:

- Provide details on your firm's strength and years of expertise in the real estate market in Prince George's County, Maryland, and the overall DC Metropolitan Region.
- Highlight relevant projects and successful transactions in the region.
- Demonstrate knowledge and understanding of the State of Maryland laws and programs.
- Provide proof of licensure as an Agent or Broker in the State of Maryland

2. Commission and Pricing Structure:

- Clearly outline your commission and pricing structure for commercial real estate services.
- Include any additional fees and services that may apply.

3. Ability to Find and Communicate with Landowners

- Demonstrate your firm's ability to identify and communicate with commercial and industrial parcel owners regarding the availability of properties for potential economic development and redevelopment.
- Highlight strategies for effective communication and outreach.
- Provide a list of References and Clients the firm has worked with to obtain properties.

**Contract Term:**

The proposed contract is for three (3) years, with the option for two (2) one-year renewal terms subject to mutual agreement.

**PLEASE NOTE:** Bid proposals should be sent electronically and titled **Commercial Real Estate Services**, and delivered to:

[mbaileyhedgpepeth@bladensburgmd.gov](mailto:mbaileyhedgpepeth@bladensburgmd.gov) and [clerk@bladensburgmd.gov](mailto:clerk@bladensburgmd.gov)

No later than **April 15, 2024, at 3:00 p.m. EST**. Late submittals will not be accepted.<sup>1</sup>

The submittal shall include the specified documents, organized in the following manner to facilitate review:

- a. Letter of Interest
- b. Information Regarding the Bidder

NOTE: The information requested on this form may be submitted in a separate document as long as it is provided and numbered according to the form.

- c. Affidavits

**SECTION 3: BID EVALUATION**

3.1 Evaluation Criteria

The Town will evaluate the responses received from each bidder. Before selecting the apparent successful bidder, bidders shall be available to meet with the Town to discuss their responses to the RFQ, inclusion of required criteria, and other items deemed appropriate by the Town. If an award is made as a result of this RFQ, it shall be awarded to the bidder whose proposal is most advantageous to the Town. In determining which proposal is best, the Town will consider the bid price and the experience, qualifications, references, responsibility, and currently available facilities of the Bidder to perform the work.

Submissions will be evaluated based on the following criteria:

- Firm's Strength and Expertise (30%)
- Commission and Pricing Structure (40%)
- References (30%)

### 3.2 Right to Cancel

The Town reserves the right to change any aspect of, terminate, or delay this RFQ, the RFQ process, and/or the program outlined within it at any time, and notice shall be given promptly thereafter. The Town reserves the right to reject any or all proposals and to exercise its sole discretion to best serve the town's interests.

### 3.3 Other Provisions

- a. Responses to this RFQ will become the property of the Town and will form the basis of negotiations for an agreement between the Town and the apparent selected bidder.
- b. The Town is not liable and will not be responsible for any costs incurred by any bidder(s) for the preparation and delivery of the RFQ responses, nor will the Town be liable for any costs incurred before the execution of an agreement, including, but not limited to, presentations by RFQ finalists to the Town.
- c. The Town reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.
- d. The Town reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially with the bidder's most favorable terms.
- e. The bidder may withdraw a proposal submitted at any time up to the RFQ closing date and time. To accomplish this, a written request signed by an authorized bidder representative must be submitted to the Project Manager. The bidder may submit another proposal at any time up to the RFQ closing date and time. Bidders will be held to the terms of the bid for 90 days.
- f. As a result of the selection of a bidder to supply products and/or services, the Town is neither endorsing nor suggesting that the bidder's product or services are the best or only solution. The bidder agrees to make no reference to the Town in any literature, promotional material, brochures, sales presentation, or the like without the express written consent of the Town.
- g. Any information contained in the proprietary proposal must be designated. Marking the entire proposal as proprietary will be neither accepted nor honored.
- h. A bid bond is not required.
- i. A performance bond is not required.
- j. A payment bond is not required.
- k. Throughout this RFQ, associated documents, and sample consultant agreement, the title "bidder," "bidder," and/or "consultant" may be used interchangeably. Each of these terms refers to the individual or firm submitting a bid proposal to the Town of Bladensburg in response to this RFQ.

- I. The Town's payment terms are net 30 days. It is anticipated that progress payments under the contract will be made based on measurable milestones.

### 3.4 Contract Award

Following a staff recommendation, the Mayor and Council of the Town of Bladensburg will award a contract as soon as possible after the date set for receipt of proposals. In the best interest of the town, the contract is anticipated to be awarded on a lump sum basis.

The successful bidder shall be required to execute a contract in a form satisfactory to the Town, in substantially the same form as attached hereto, within 30 days of the award of the contract. The Town reserves the right to cancel the award of the contract at any time before execution of the contract without liability on the part of the Town.

If the successful bidder fails to execute the contract as required, the award may be annulled, and the contract awarded to the second lowest responsible bidder. Such bidder shall fulfill every stipulation embraced herein as if he were the original party to whom the award was made, or the Town may reject all of the proposals as its interest may require.